

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Reserve Firefighter (Volunteer)
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| <u>Revision Date:</u> | 10/2013 |
| <u>EEO Category:</u> | Protective Service |
| <u>Status:</u> | Volunteer |
| <u>Control No:</u> | 99450 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of a station supervisor, provides the city with prevention, and mitigation of emergencies and disaster through proper planning, public education, and code enforcement. Responds to emergencies involving fire, medical, and environmental concerns. May be assigned administrative duties to include training, equipment, etc.

III. Essential Duties:

- Respond promptly and efficiently to emergency fire, rescue, hazardous materials and medical alarms.
- Inspect medical, fire prevention and suppression equipment.
- Maintain and repair equipment and facilities.
- Participate in training exercises.
- Participate in inspections of businesses, public and private properties, for hazards and fire code violations.
- Participate in hydrant inspections.
- Participate in educational and training programs for the public.
- Ensures that equipment and records are maintained and kept in good order.
- Perform adequate medical care based on current medical certification level and appropriate protocols.
- Provide 24 hours of shift work each month.

IV. Marginal Duties:

- Accurately complete departmental reports.
- Performs other duties as assigned.

V. Eligibility:

Requirements: Must pass the department testing process. Must complete and pass a drug test and background investigation. Must complete all other required medical testing and vaccinations. Must participate and complete all training required by the department and city. Reserve Firefighters may be required to purchase their first set of house uniforms and duty boots. All additional safety gear and equipment will be provided. Replacement uniforms will be provided by the department. Maintain a Valid Utah Driver's License.

Education: Requires a high school diploma or equivalent and successful completion of initial firefighter training program; Utah State Firefighter I Certification and EMT or Paramedic Certification are required.

Experience: No previous firefighting experience is required

VI. Qualifications:

Knowledge of: Fire and medical equipment including hose lines, nozzles, hydrants, extinguishers, ladders, hand tools, extrication equipment, ropes, and breathing apparatus; fire behavior; fire department policies and procedures; Uniform Fire Code; fire ground procedures including forcible entry, water supplies, rescue, ventilation, salvage and overhaul, incident command procedures; inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

Responsibility: Must be able to make decisions and use discretion and judgment; great responsibility for the care, condition and use of materials, equipment and tools.

Communication Skills: Interact professionally with the public; ability to deal appropriately with injured, upset and irate people; handle regular contact with citizens and other employees during emergency and non-emergency situations.

Tool, Machine, Equipment Operation: Fire and medical equipment (as listed above; see **Knowledge**).

Analytical Ability: Establish and maintain effective working relationships with employees and the public; make appropriate decisions during emergency situations.

VII. Working Conditions:

Physical Demands: Duties of job require moderate to heavy physical exertion; constant seeing and hearing; requires great muscular exertion, stooping, kneeling, climbing and balancing.

Work Environment: Moderate mental effort is required daily; good communication skills are necessary to deal with the public, employees, and other city personnel; mental and physical pressure and fatigue may be present during an average work day; must participate in required department training each month; must provide a minimum of 24 hours of service each month; call backs to assist with emergencies; regular exposure to dangerous situations under disagreeable conditions involving smoke, heights, fire conditions, stress, hazardous materials, communicable diseases, fumes, heat, cold water, emergency driving and others.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Dept/Division Approved By: _____ Date: _____

Personnel Dept. Approved By: _____ Date: _____